



## *Report to the Auburn City Council*

Action Item

4

Agenda Item No.

*[Signature]*  
City Manager's Approval

**To:** Mayor and City Council  
**From:** Robert Richardson, City Manager  
**Date:** October 14, 2013  
**Subject:** Administrative Services Director Employment Agreement

### **The Issue**

Shall the City Council approve the attached pay-for-performance Employment Agreement for Kimberly Juran?

### **Conclusion and Recommendation**

That the City Council, by resolution, approve the pay-for-performance Employment Agreement for Kimberly Juran.

### **Background**

With the departure of Mr. Heath the City initiated recruitment for a new Administrative Services Director. From the advertising the City received a surprising number of highly qualified applicants. However, after two lengthy interviews and back grounding process, one applicant, Kimberley Juran, came out on top across the board. Currently, Ms. Juran is the Director of Finance for the City of San Bruno where she has worked since 2005. Prior to that she held finance positions at Stanford University. She is received a Bachelor's and Master's degree from USC in Finance and Public Administration respectively. Under the terms of her agreement she will begin full-time employment with Auburn on the 14<sup>th</sup> of November.

### **Alternatives**

Alter the agreement  
Deny agreement

### **Fiscal Impact**

Initial salary in the pay-for-performance contract is \$128,000. This amount can be addressed within the existing budget without amendment.

### **Attachments**

Juran pay-for-performance Employment Agreement.

1 RESOLUTION NO. 13-

2 RESOLUTION OF THE CITY COUNCIL OF THE CITY OF AUBURN  
3 ADOPTING EMPLOYMENT AGREEMENT WITH ADMINISTRATIVE SERVICES  
4 DIRECTOR KIMBERLY JURAN

5 THE CITY COUNCIL OF THE CITY OF AUBURN DOES HEREBY RESOLVE:

6  
7 That the City Council of the City of Auburn hereby approves the pay-for-  
8 performance Employment Agreement for Kimberly Juran.

9 A true and correct copy of the employment agreement is attached hereto as  
10 Exhibit "A".

11  
12 The City Manager is authorized and directed to execute the employment  
13 agreement on behalf of the City of Auburn.

14  
15 DATED: October 14, 2013

16  
17  
18 Kevin Hanley, Mayor

19 ATTEST:

20 Stephanie L. Snyder, City Clerk

21  
22 I, Stephanie L. Snyder, City Clerk of the City of Auburn, hereby certify  
23 that the foregoing resolution was duly passed at a regular meeting of the City  
24 Council of the City of Auburn held on the 14<sup>th</sup> day of October, 2013 by the  
following vote on roll call:

25 Ayes:

26 Noes:

27 Absent:

28 Stephanie L. Snyder, City Clerk

# **EMPLOYMENT AGREEMENT BETWEEN THE CITY OF AUBURN AND KIMBERLY JURAN DIRECTOR ADMINISTRATIVE SERVICES**

## **AGREEMENT**

### **1. Effective Date**

This Agreement shall become effective when it has been executed by Kimberly Juran, hereinafter referred to as Department Director, and the City Manager, and duly approved by Resolution of the City Council has executed it.

### **2. Term of Employment**

Pursuant to the provisions of the Auburn Municipal Code Section 31.058(I), Department Directors shall serve at the pleasure of the City Manager and on an "at will" basis during the term of this Agreement, subject to the terms and provision of this Agreement as set forth below.

### **3. Duties; Hours of Work**

A. Department Director shall perform those functions and duties as specified in job classification and by direction of the City Manager. Department Director shall perform such duties in accordance with the highest professional and ethical standards of the Department Director position. Department Director shall not engage in any activity that is, or which may become, incompatible with the City of Auburn, as provided by federal, state, and local law. During the term of this Agreement, Department Director shall be exclusively employed by the City, unless prior written authorization otherwise is received from the City Manager, which authorization will not be unreasonably withheld.

B. Department Director shall maintain a regular work schedule consistent with that approved for other Department Directors of the City. Department Director's duties may involve expenditures in time in excess of eight (8) hours per day and/or forty (40) hours per week, and may also include time outside normal office hours such as attendance at City Council and Commission meetings. Department Director shall not be entitled to additional compensation for this time.

### **4. Compensation**

A. Department Director shall receive an annual base salary of One Hundred Twenty-Eight Thousand Dollars, (\$128,000.00), payable in equal semi-monthly payments to be made at the same time as other employees are paid.

B. Department Director's compensation shall be reviewed with the City Manager at least annually in connection with the annual review or at any other times as may be determined by the City Manager. Further it is understood that it is the intent of the City Manager to increase salary within the Control Points range, or increase other benefits referred to in this Agreement, dependent upon the quality of job performance by Department Director.

C. Salary increases may be revoked in the event Department Director receives an unsatisfactory evaluation, either at the annual evaluation or at any additional evaluation completed by the City Manager.

D. The City Manager may, on an annual basis, award special performance one-time cash bonuses not to exceed 15% of Director's base salary. These one-time cash bonuses may be given any time during the year provided the employee received at least a Standard rating on his/her last evaluation.

E. Department Director will be responsible for paying the 7.00 percent employee contribution to the California Employees Retirement System; and Director will earn 3.67 hours of "Mandatory Time Off" each semi-monthly payroll period.

#### **5. Health Insurance**

City shall pay up to the following amounts per month for health insurance coverage:

Employee only	\$ 555.68
Employee + spouse	\$ 1,111.38
Employee + family	\$ 1,444.17

(2013 Rates)

During the term of this agreement, the following participation formula shall apply: The City will pay eighty percent (80%) and employees will pay twenty percent (20%) of the average increase in premiums occurring in those CalPERS plans offered to City employees in the 95603 zip code area (excluding the highest and lowest cost plans).

Department Director may elect not to receive health coverage from the City. Directors who elect not to receive health coverage from the City will be required to sign a release form. Any employee who signs a release form shall receive monthly payments equal to the one (1) person coverage amount in effect at the time the release is signed. From time-to-time, said amount will be adjusted as set forth in this Agreement.

#### **6. Life Insurance**

City shall provide term life insurance in the amount of two times (2x) the annual base salary. Such life insurance shall be provided through the same insurance company providing life insurance to other City employees, or by another insurer acceptable to City.

#### **7. Annual Vacation Leave**

Department Director shall receive a one-time lump sum of forty hours (40) of vacation time. In addition, Department Director shall accrue vacation at the rate defined by "d". below (21 days (168 hours).

a. One through Two years of service	12 days (96 hours)
b. Three through five years of service	15 days (120 hours)
c. Six through ten years of service	17 days (136 hours)
d. Eleven through fifteen years of service	21 days (168 hours)
e. Sixteen or more years of service	23 days (184 hours)

Department Director may receive equivalent cash compensation, in full or in part, at any time during the year for unused vacation leave. For vacation leave of more than one week at a time, Department Director must provide sufficient notice of his/her intended vacation absence to the City Manager.

#### **One-Time Sick Leave Allotment**

Department Director shall also receive a one-time lump sum of forty hours (40 hours) of sick leave. Thereafter, sick leave shall be accumulated in accordance with applicable City policies.

#### **8. Administrative and Executive Leave**

Department Director shall be entitled to ten (10) days (80 hours) Administrative Leave per year. In the event such leave is not used, Department Director may receive equivalent cash compensation therefore, in full or part, at any time during the year.

Department Director may receive additional Executive Leave, which may be awarded based upon job performance by the City Manager in an amount between one (1) and five (5) days per year. Executive Leave may not be carried over from year to year and cannot be cashed out at any time.

#### **9. Other Leaves and Benefits**

All items relating to employee leaves and benefits shall remain the same as those currently in existence prior to the execution of this Agreement, except as modified herein.

#### **10. Auto Allowance**

In recognition of the fact that Department Director's normal duties require frequent use of his/her automobile, Department Director shall be entitled to a monthly auto allowance in the amount of \$150.00. This allowance is in lieu of mileage reimbursement or other expenses that may have been incurred by Department Director in connection with his/her provision and use of his/her own automobile for City purposes. In consideration for said allowance, Department Director shall be responsible for all costs of maintenance and operation of his/her vehicle. Department Director shall at all times maintain automobile liability insurance on any vehicle used by him/her in the course of City employment. Such insurance shall have coverage limits acceptable in form and amounts to City. Department Director shall provide a certificate or evidence of such insurance to City.

#### **11. Technology Allowance**

Department Director will receive a one-time technology allowance in the amount of \$1,500 for technology purposes with prior authorization from the City Manager.

#### **12. Professional Memberships & Meetings; Other Expenses**

The City recognizes that certain expenses of a non-personal and job-related nature may be incurred by Department Director. City agrees to reimburse Department Director for reasonable expenses which have been authorized by the City Budget and approved in advance by the City Manager. Department Director must submit expense receipts,

statements or personal affidavits, and audit thereof in like manner as other demands against the City.

### **13. Retirement / Deferred Compensation Program**

City shall provide the same PERS retirement benefits to Department Director as are received by other employees of the City. City shall contribute \$50 per month into Department Director's deferred compensation plan.

### **14. Annual Performance Evaluation**

The City Manager shall evaluate Department Director's performance at least once annually. The City Manager and Department Director shall annually develop mutual agreeable performance goals and criteria which the City Manager shall use in reviewing Department Director's performance in the following year. It shall be Department Director's responsibility to initiate this review each year.

### **15. Indemnification**

City shall defend, hold harmless and indemnify Department Director against any claim, demand, judgment, or action of any type or kind arising within the course and scope of Department Director's employment to the extent required by Government Code Sections 825 and 995.

### **16. Other Terms and Conditions of Employment**

A. The City Council may from time to time fix other terms and conditions of employment relating to the performance of Department Director, provided such terms and conditions are not inconsistent with or in conflict with the provision of this Agreement, the Auburn Municipal Code, or other applicable law.

B. The provisions of the City's Personnel Rules and Regulations ("Rules") shall apply to Department Director to the extent they explicitly apply to the position of Department Director, except that if the specific provisions of this Agreement conflict with the Rules, the terms of this Agreement shall prevail. Without limiting the generality of the exception noted in the previous sentence, however, no provision of the Rules or this Agreement shall confer upon Department Director a property right in his or her employment or a right to be discharged only upon cause. Department Director is not a member of the competitive/ classified service and is an at-will employee serving at the pleasure of the City Manager and may be dismissed at any time with or without cause, subject only to the provisions of this Agreement and specific policies pertaining to the Senior Executive Pay for Performance Program. Notwithstanding any other provision of this Agreement, Department Director shall not violate any policy prohibiting discrimination, harassment, retaliation, workplace violence, or other similar misconduct as set forth in the Rules and in federal, state law, and local law.

C. Department Director shall be exempt from paid overtime compensation and from Social Security taxes other than the mandatory Medicare portion of such taxes.

### **17. Termination**

- A. Department Director is not part of the competitive (classified) service and therefore is an at-will employee. As an at-will employee, Department Director may be terminated with or without cause, and without advance notice.
- B. If Department Director is terminated by the City without cause, Department Director after termination will be entitled to three months of severance pay at Department Director's base salary rate. The severance pay will be paid at the time of separation from City employment.
- C. If Department Director is terminated by the City for cause, Department Director is not entitled to any severance pay whether or not advance notice is provided. If Department Director is terminated for cause, Department Director must be given notice of the cause and supporting evidence. Department Director is entitled to meet with the City Manager at which time Department Director may reply orally and/or in writing to the cause and supporting evidence. The meeting is not an evidentiary hearing. There is no right to appeal the City Manager's decision. The City Manager's decision is final.
- D. Department Director may voluntarily terminate his or her employment, by resignation or retirement or some other similar manner, upon at least one month notice. In this circumstance, Department Director is not entitled to any severance pay.

#### **18. Compliance With Law**

This Agreement is subject to all applicable provisions of federal, state, and local laws, including the Auburn Municipal Code.

#### **19. General Provisions**

- A. This Agreement constitutes the entire agreement between the parties. City and Department Director hereby acknowledge that they have neither made nor accepted any other promise or obligation with respect to the subject matter of this Agreement.
- B. If any provision or any portion of this Agreement is held to be unconstitutional, invalid or unenforceable, the remainder of the Agreement shall be deemed severable and shall not be affected and shall remain in full force and effect.
- C. Any notice to City pursuant to this Agreement shall be given in writing, either by personal service or by registered or certified mail, postage prepaid, addressed as follows:

City Manager  
City of Auburn  
1225 Lincoln Way  
Auburn, CA 95603

Any notice to Department Director shall be given in a like manner, and, if mailed, shall be addressed to Department Director at the address shown in City's personnel records. For the purpose of determining compliance with any time limit stated in this

Agreement, a notice shall be deemed to have duly given (a) on the date of delivery, if served personally, or (b) on the second (2<sup>nd</sup>) calendar day after mailing, if mailed.

- D. If an action at law or in equity is necessary to enforce or interpret this Agreement, the prevailing party in that action shall be entitled to reasonable and actual attorneys' fees and costs with respect to the prosecution or defense of the action.
- E. A waiver of any of the terms and conditions of this Agreement shall not be construed as a general waiver and either party shall be free to enforce any term or condition of this Agreement with or without notice to the other notwithstanding any prior waiver of that term or condition.

## 20. Amendments

This represents the entire agreement between the parties. Amendments to this agreement may be made at such times as approved by the City Manager and Department Director and shall be in writing.

Dated: \_\_\_\_\_

\_\_\_\_\_  
Robert Richardson, City Manager

Dated: \_\_\_\_\_

\_\_\_\_\_  
Department Director, Kimberly Juran

Approved as to form:

Dated: \_\_\_\_\_

\_\_\_\_\_  
Michael G. Colantuono, City Attorney